

MDC-FTP Getting Started
Instructions for Submitting a Monitoring Plan or Certification File to EPA

Select "Submit EDR File via FTP" from the main File menu and then follow the steps below.

Step 1: Select a Facility. Select the facility in MDC 4.0 for which you would like to submit monitoring plan or recertification data. If you select a facility for which you have not entered compliance certification data, you will receive an error message and you will be returned to the facility list. Click on the Close button to exit the facility list and use the Edit/Compliance Certification option in MDC to enter the RTs 900+ information for the relevant facility. Then try the submission option again.

Step 2: Provide Identifying Information. You must submit your full name, phone number and email address with each submission. If you have not already entered this information as part of your MDC user profile, click on the icon on the right side of the "Submitted By:" line and provide this information. Note that you should also identify whether you are a representative, alternate representative or an agent operating on behalf of a representative.

Step 3: Identify Token. You must submit with your file the "token" which EPA provided to the representative for the facility. The token is an encrypted file which is uniquely associated with a person who is a representative or alternate representative for the Acid Rain or NOx Budget Programs. If you are the representative for the facility, the token authenticates you and this submission. If you are not the representative for the facility, the token indicates that the representative has authorized you to be his or her agent for purposes of monitoring plan and recertification submissions.

To test the FTP connection and submission process, you can use the "Testtoken.tkn" which is distributed with MDC 4.0 and located in the mdc4 work directory (default c:\program files\mdc4\work\). For files submitted with a test token you will not receive any response from EPA.

To request a token go to the Acid Rain program MDC website at <http://www.epa.gov/airmarkt/monitoring/mdc/index.html>.

Step 4: Describe Purpose of Submission. At a minimum, provide a brief explanation of the reason for the submission (for example, "new monitoring system installed and certified" or "initial monitoring plan for new unit"). This information is required. You may also use this space to provide whatever additional information you think would be helpful to EPA in its review or understanding of the submission. The description is limited to 250 characters.

Step 5: Export and Evaluate the Monitoring Plan or Recertification File to be Submitted. Click on the Export button to create an EDR formatted file containing Monitoring plan and/or recertification data. The application will perform several substeps:

- (a) **Check MDC Version and Critical Error List.** If your version of MDC is outdated, the process stops and you are asked to update your version of MDC from CAMD's website. If your version of the Critical Error list is outdated, it will automatically be updated and the process will continue. This step also ensures that you can successfully connect with the EPA

FTP server which will receive your file. If the connection to the server fails, the process stops and you should check your Internet connection. (You will be asked whether you want to continue with the export even though the version check failed. This allows you to complete the evaluation of the file even if you do not have an internet connection.)

(b) **Identify Data for Export.** This step allows you to identify the quarter/year, stacks/units, and certification test data to be submitted. For more information about your export options, see the Help information about Exporting Data. Note that you must include compliance certifications (RTs 900+) in your file.

(c) **Evaluate Data Generate Evaluation Reports.** This step evaluates all of your data and creates evaluation reports which will be submitted to EPA with your EDR Monitoring Plan or Recertification file. There are certain errors that are considered "critical" because they cause the MP or QA data to be invalid. Level 1 Critical Errors are reporting errors that will prevent submission of the file. Level 2 Critical Errors are most likely reporting errors and should be corrected. However, they will not prevent submission since it is possible that they cannot be corrected. To resolve critical errors you must exit this option, resolve the problems in the data and begin again.

Step 6: View Reports. Use this option if the log indicates that there are evaluation errors or if you would like to review the reports prior to their being submitted to EPA. In particular, the Critical Errors report will identify the problems that must be corrected in order to submit the file. Note that all of these reports and the EDR formatted monitoring plan or recertification file can be printed or saved to files for your records.

Step 7: Submit. If there are no Level 1 critical errors, and you are satisfied that the content of the EDR-formatted file and evaluation reports are correct, click on the Submit button to send the zipped package of files (EDR, token, and reports) to EPA's FTP server. Wait for the connection and submission to complete and review the logs on the screen to ensure that the FTP drop was successful. Note the file name and submission number associated with the submission. Information about the submission is then stored in the log of FTP Submissions which you can review using the "Review FTP Submissions" menu option.

Step 8: Wait for EPA Feedback. Once you have submitted the file, EPA will respond by email, normally within 24 hours. If you are an agent, EPA will send a copy of the email to your representative. EPA will also send copies to the EPA Regional Office and State Agency contact persons for your facility.

Because the version of MDC that you use to submit the file contains the same checks as EPA's version, you should not expect additional evaluation reports or substantive feedback on the electronic data from the Clean Air Markets Division. If any responsible agency has specific questions or would like you to submit additional information, your CAMD, EPA Regional or State contact will contact you directly.